

CITY OF ALLENTOWN, PENNSYLVANIA \* DEPARTMENT OF FINANCE  
2008 EMPLOYER ANNUAL RECONCILIATION  
AR ELECTRONIC SPECIFICATIONS

## GENERAL

The City of Allentown requests employers with more than 50 employees to submit their Annual Reconciliation for earned income tax withholding data on magnetic tape, disk, CD, or an e-mail attachment. Article 336.05 **REQUIRES** employers with over 250 employees and **ALL** payroll tax services to file electronically. The purpose of the following is to provide the requirements and specifications for filing the AR form (formerly known as ET-2) data electronically.

## FILING DATES

The due date for filing paper forms also applies to all electronic filings. The AR files must be postmarked or e-mailed by January 31, 2009.

## EXTENSION OF TIME TO FILE

Due to the City's new contract with Keystone Municipal Services, **extensions cannot be granted this year.** If you have an unusual situation or will be filing your AR using the Social Security Administration EFW2 format (formerly known as MMREF) and need to extend the due date, please notify Sharon Lambert, Tax and Utility Systems Manager at (610) 437-8786 or [lambert@allentowncity.org](mailto:lambert@allentowncity.org) before January 31, 2009.

## MAILING INSTRUCTIONS

The package should include the disk or CD with an affixed label, the annual reconciliation and any payment due. The disks and CD's will be returned to the originator after processing, please indicate your return mailing address. **The City will no longer be accepting magnetic tapes.**

**PLEASE NOTE: IF FILING YOUR AR ELECTRONICALLY - A PAPER COPY OF THE EMPLOYEE'S W2 IS NO LONGER REQUIRED TO BE SUBMITTED WITH YOUR ELECTRONIC TRANSMISSION. HOWEVER, IF THE CITY EXPERIENCES ANY PROBLEMS PROCESSING YOUR INFORMATION, YOU WILL BE CONTACTED AND A PAPER COPY WILL BE REQUIRED AT THAT TIME.**

All packages should be mailed to - City of Allentown, Sharon Lambert, Tax and Utility Systems, 435 Hamilton Street, Room 215, Allentown PA 18101. All e-mailed files should be sent to [lambert@allentowncity.org](mailto:lambert@allentowncity.org).

## OPTIONS

We will accept alternate tape/disk layouts. The EFW2 Social Security format is acceptable. The optional state record (record code "RS") MUST be included. The following fields are needed on the "RS" record: Record Identifier, Social Security Number, Employee First Name, Middle Initial, Last Name, Suffix, Location Address, Delivery Address, City, State Abbreviation, Zip Code, Tax Type Code (enter "C"), Local Taxable Wages, and Local Income Tax Withheld. The field Supplemental Data 1 should be used for the City of Allentown assigned Account Number which appears on your preprinted AR form. Enter the Account Number in locations 338 - 344. Enter the **year to date LST tax** withheld in locations 345 - 348 (Supplemental Data 1 field), without punctuation.

## QUESTIONS

All tax related questions should be directed to Tax and Utility Systems at (610) 437-7501 or (610) 437-7674. All electronic specification related questions should be directed to Information Systems at (610) 437-7671. Normal business hours are 8 a.m. to 4:30 p.m. You may also obtain forms at [www.allentownpa.gov](http://www.allentownpa.gov).

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## DISK SPECIFICATIONS

An external label must be affixed on each disk. It must contain the business name, the city's account number, contact person, contact telephone number and total record count. To be compatible, a disk file must meet the following specifications:

1. Size must be 3½". File name should be W2REPORT or CITYEIT, with a valid extension. Do not compress data.
2. Data must be recorded in standard ASCII code or an Excel file.
3. Data must be capitalized.
4. Address fields must conform to the United States Post Office standards. Punctuation should not be used.
5. The record length may be fixed or variable. If it is variable, the fields must be delimited. The Social Security Administration EFW2 format is also acceptable for disks. **If you are using an Excel file, we would prefer you contact the City at (610) 437-7671 for an Excel shell** or see [www.allentownpa.gov](http://www.allentownpa.gov) for the file.
6. An end of record indicator MUST be used.
7. All disks should be virus scanned before submission to the City. If a virus is detected, the disk will be returned unprocessed.

## RECORD LAYOUT

<u>Location</u>	<u>Field Title</u>	<u>Length</u>	<u>Description and Remarks</u>
1-7	Employer Account #	7	CITY-assigned Account Number
8-22	First Name	15	Full First Name
23	Middle Name Initial	1	First letter of Middle Name
24-43	Last Name	20	Full Last Name
44-46	Name Suffix	3	Jr, Sr, II, III etc.
47-55	Social Security #	9	Social Security Number (no dashes)
56-62	City Tax Withheld	7	Dollars and Cents, 2008 Rate is 1% (0.01) Do not include LST tax here, ytd total
63	Blank	1	
64-67	Tax Year	4	Year for which Tax is applicable (2008)
68	Blank	1	
69-108	Street Address	40	Street Address, include Apt #
109-133	City	25	City name
134-135	State	2	Use standard 2 letter postal abbreviation
136-140	Zip Code	5	Standard 5 digit zip code
141-144	LST Tax Withheld	4	Dollars and Cents – <b>year to date</b> total